

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1119571 Date Posted: 06/22/09  
POSITION NO: 241865 Closing Date: 07/06/09  
CLASS CODE: 3616  
POSITION TITLE: ARCHAEOLOGIST

DEPARTMENT NAME: NAVAJO DEPARTMENT OF TRANSPORTATION

DEPARTMENT NO: 111 WORKSITE LOCATION: WINDOW ROCK, ARIZONA

WORKS DAYS/HOURS: Monday-Friday POSITION TYPE: Permanent:  GRADE: N640A  
Days: Monday-Friday Temporary:  SALARY:  
Hours: 8:00 AM-5:00 PM Part-Time:  Duration: N/A \$ 36,753.60 Per Annum  
No. of Hrs/Wk: 40 \$ 17.67 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of Program Manager, primary duties consist of archaeological inventories and ethnographic interviews for proposed road improvements within the project areas. Performs functional guidance and leadership to technical staff in areas of specialty, such as lithic and/or ceramic analysis. Collects, analyze and determine archaeological data, artifacts, and materials for subsequent analysis and interpretation. Work with other field staffs to coordinate the daily assessment process activities, conduct of archaeological survey (ROW) and excavation (small/large inventory). Preparation of final descriptive, analytical, and research reports, illustrative of mapping for final document includes site photographic documentation. GPS/GIS process to produce maps, etc. of all clearance in process.

Coordinate and facilitate liaison with Federal, State, County, Agency, Tribal and Chapter officials, individual archaeological contractors. Attend staff, public hearing, training, conference that pertain to archaeological matters and other department meetings as assign. Work directly with NDOT program section supervisors for updated projects status. Approximately 20-25 road projects requiring the necessary clearance publication. Perform other duties as assign.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Anthropology; and

**Experience:**

two (2) years of experience in archeological survey and excavation activities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Ability to supervise and train employees, ability to use computers for data entry and word processing, use of AutoCAD; GPS/GIS field data recovery & display, inventory I.D. & interpretation of data. Knowledge of federal/state laws, regulations, policies and procedures for the preservation and management of historic/cultural resources. Knowledge and expertise in one or more fields of archeological specialty such as ceramic & site ID for excavation estimates. Fluency in English/Navajo.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**